

PERSONNEL DIRECTOR MEMORANDUM NO. -53

SUBJECT : Review of Personnel Action Requests by
Components Responsible for Career Planning

REFERENCE: a. Regulation [REDACTED] CIA Career Service Program
b. Notice No. [REDACTED] Review of Personnel
Actions Affecting Career Employees

25X1A

1. General

The referenced Notice provides that personnel action requests affecting a career employee will be reviewed by the head of the Component responsible for his career planning as indicated by his Career Designation. Personnel action requests subject to this review are appointments, promotions, reassignments, rotations by loan and changes to a lower grade.

2. Review of Personnel Action Requests

a. The Transactions and Records Branch will review personnel action requests specified above to insure that the provisions of reference b. are observed.

(1) In each case where an individual is officially assigned to one Component and possesses the Career Designation of another, the personnel action request, Standard Form 52, must contain in Item A, Remarks, the signature and concurrence, or comments, of the head of the Component responsible for his career planning or the individual whom he has authorized to approve such personnel action requests.

(2) If this information does not appear on the Standard Form 52, the Transactions and Records Branch will inform the

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requesting office of the necessity for submitting the request to the appropriate Component for concurrence. The Branch either will return the Standard Form 52 to the requesting office for re-routing or will forward it directly to the appropriate Component, as circumstances warrant.

b. If the head of the Component, to which the Standard Form 52 is referred for review, does not concur in the personnel action request, the Transactions and Records Branch will refer the request to the Placement Branch for coordination.

c. The Placement Branch will seek resolution of the issue between the two immediate Components involved. If the divergence of opinion cannot be reconciled in this manner, the Chief, Personnel Division will refer the personnel action request to the Office of the Personnel Director for coordination by the Assistant Director (Personnel) between the heads of the two Components involved.

GEORGE E. MELOAN
Personnel Director

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